

AG PTO Executive Board Meeting Minutes
Thursday, November 3, 2016

Those in attendance were Amy Strawser, Amy Godwin, Katherine Bolt, Lee Hamm, Katie Catron, Sara Plyler, Diana Jones, Jennifer Bryson, Heather Price and Mr. Folk

Meeting began at 8:35

Approved October Exec PTO meeting minutes

Principal's Report:

-New administrator of 6th grade: Mike Busick left to go to Independence to coach. We are allocated two assistant principals. AG "purchases" a third assistant principal or "dean of students". It is a 10 month position and more equivalent to a teacher position in terms of salary.

Drew Fitzgerald is the new administrator of 6th grade. He has experience as an assistant principal and principal in Cabarras county. (Mostly in Title One Elementary schools) He stepped down as a principal in August. He wanted to get back into education, but did not want the full responsibilities and work schedule of being a principal again, so he was a great fit for us.

-Bulldog Club: concession stand door was checked out, and mechanically it seems to be working fine.

-Media: Mr. Washburn's budget- his budget remains the same at \$5000. He does get a credit from Scholastic book fair for books, and a budget from the district to supplement the \$5000 budget from Mr. Folk.

-IXL Math: Teachers may need to manage/set controls and thresholds better to manage kids' expectations and frustrations at home.

Treasurer's Report:

Back to school form processing- See handout

Monthly Bank Reconciliations and Audit Process- Sara was concerned that the monthly QuickBooks reconciliations of the bank statements hadn't been audited since the fiscal year began July 1. Lee gave Sara the records for July, August and September and subsequently they were audited by Sara, Diana and Heather. This process of reviewing check requests and deposits as well as statement balances should continue on a monthly basis so that the end of the year audit isn't so time consuming and any issues can be addressed in a timely manner. Sara also raised the concern that the monthly treasurer's report presented at the Exec meeting (excel document) should be reconciled with the current P&L statement from QuickBooks. This is to ensure accurate record keeping throughout the year.

Review of Budget: Mr. Washburn thought his budget was to be \$6000, but it is currently \$5000. \$1000 discrepancy? Mr. Folk to address. Moved \$12,600 from technology budget and added to Back to School Staff budget. Needs to be moved to Staff Development/Training instead. Bulldog expenses- they bought an ice machine, so expense shown there.

President's Report:

Book Fair- Purchase a cheesecake from Cheesecake Factory and pick it up from Barnes and Nobles, and we get a portion of proceeds. There will be a book donation drive as well.

Yearbook sales- We are ahead of sales this year compared to this time last year.

Harris Teeter- We are losing VIC card registrants this year. You need to relink every year.

Invest Campaign : Total deposits have been \$53,133.42 thus far. Total expenses have been \$1662.28. Net profit of \$51,471.14 (See attached handout for additional breakdowns)

Meeting Adjourned